

**Signing Officers**

**-POLICY-**

1. That for banking transactions, the signing officers of the Board are:
  - 1.1 Both the Secretary Treasurer and Assistant Secretary Treasurer be authorized to sign non-payroll cheques up to five thousand dollars (\$5,000.00) and payroll cheques for any amount, with no more than one of the signatures being computer generated; and
  - 1.2 The Board Chairperson and two Trustees appointed by the Chairperson and one member of the administration consisting of the Secretary Treasurer and Assistant Secretary Treasurer be authorized to sign non-payroll cheques in excess of two thousand dollars (\$2,000.00), with no more than one of the administration signatures being computer generated.